

Job Description

San Ramon Valley Unified School District

Office Assistant

Purpose Statement

The job of Office Assistant is done for the purpose of providing support to the educational process with specific responsibilities for performing routine, diversified clerical support of an assigned department; communicating information to staff and the public; maintaining logs, files and records; and providing complete and accurate records.

This job reports to Assigned Supervisor

Essential Functions

- Administers first aid and prescription medications to students (under the direction of a health care professional) for the purpose of providing emergency and necessary care in compliance with established guidelines.
- Answers telephone calls, greets the public, provides routine information, and directs inquiries to the appropriate person or office for the purpose of providing customer service.
- Attends department and/or in-service meetings for the purpose of gathering information required to perform functions.
- Assists with tutorial program for the purpose of disseminating information to appropriate parties.
- Logs reports and documents (e.g. accident reports, minor injuries, etc.) for the purpose of providing information required by law.
- Maintains documents, files and records for the purpose of providing up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements.
- Performs routine diversified clerical duties for the purpose of supporting office and site needs.
- Prepares work orders for the purpose supporting and ensuring the safety and good repair of the site.
- Compiles information from various sources for the purpose of maintaining records and providing information.
- Reproduces a variety of forms and documents for the purpose of providing materials required by school personnel for instruction, conferences, special events and meetings.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks using existing skills. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment; using pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math; understand written procedures, write routine documents, and speak clearly; and understand multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: business telephone etiquette; concepts of grammar and punctuation; grammar, spelling and punctuation; office application software; and office practices.

ABILITY is required to schedule activities and/or meetings; gather and/or collate data; and use job-related equipment.

Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with similar types of data; and utilize job-related equipment. Some problem solving may be required to identify issues and select action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: establishing and maintaining effective working relationships; meet schedules and timelines; work effectively with constant interruptions; and working as part of a team.

Responsibility

Responsibilities include: working under direct supervision using standardized routines; providing information and/or advising others; operating within a defined budget. There is a continual opportunity to have some impact on the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 50% sitting, 25% walking, and 25% standing. The job is performed in a generally hazard free environment.

Experience: One year clerical experience preferably in an educational environment.

Education (Minimum): High school diploma or equivalent.

Required Testing

None Required

Continuing Educ. / Training

Maintains Certificates and/or Licenses
District Mandated Training

Certificates and Licenses

CPR/First Aid Certificate

Clearances

Criminal Background Clearance
Tuberculosis Clearance

FLSA Status

Non Exempt

Approval Date

December 14, 2021

Revised Date

Salary Grade

Range 12